



# BOARD OF FINANCE

Clifford J. Hurgin Municipal Center, 1 School Street  
Bethel, Connecticut 06801 Telephone: (203) 794-8501

## MINUTES OF REGULAR MEETING

Tuesday, August 9, 2016  
7:00 p.m.  
CJH Municipal Center – Meeting Room “A”

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TOWN OF BETHEL  
TOWN CLERK

**Present:** Chairman Bruce Cornwell, Vice-Chairman Gary Regan, Bryan Terzian, Robert Manfreda, Cynthia McCorkindale and William Kingston. Absent: Tim Draper. Also in attendance were Comptroller Robert Kozlowski, Assistant Comptroller Brad Heering and First Selectman Matthew Knickerbocker.

**Call to order/Pledge of Allegiance:** Bruce Cornwell called the Regular Meeting to order at 7:00 p.m.

**Public Comments:** None

**Correspondence:** None

**Minutes of Meeting, July 12, 2016:** Bryan Terzian made and motion, which was seconded by Robert Manfreda to approve the minutes of July 12, 2016. Vote, all in favor. Motion unanimously approved. Bruce Cornwell and William Kingston abstained from voting as they were not in attendance at the meeting.

Cynthia McCorkindale made a motion, which was seconded by William Kingston to add the minutes of June 14, 2016 to the agenda for discussion at the end of the meeting. Vote, all in favor. Motion unanimously approved. Bruce Cornwell abstained from voting.

**Presentation- Phoenix Advisors on debt structure:** Barry Bernabe, Managing Director with Phoenix Advisors, LLC presented a Debt Management Plan for the Town of Bethel and answered questions from the Board.

**Comptroller's Report:** Comptroller Robert Kozlowski gave an overview of the Expenditures Report, Summary of Expenditures Report, Summary of Revenue, Capital and Capital Non- Recurring Items

Comptroller Robert Kozlowski and First Selectman Matthew Knickerbocker requested that the Registrars and the Deputy of Registrars receive a 3% salary adjustment. William Kingston made a motion, which was seconded by Gary Regan that the Registrars and the Deputy Registrars each receive a 3% salary adjustment. Vote, all in favor. Motion unanimously approved.

Comptroller Robert Kozlowski and First Selectman Matthew Knickerbocker requested that the Town Clerk receive a 3% salary adjustment. Bryan Terzian made a motion, which was seconded by Cynthia

McCorkindale that the Town Clerk receive a 3% salary adjustment, effective immediately. Vote, all in favor. Motion unanimously approved.

**Recommendation from Board of Selectmen – Hoyts Hill Pump Station Upgrade Project:**

Cynthia McCorkindale made a motion, which was seconded by Bryan Terzian, to approve the Board of Selectmen recommendation to fund an amount not to exceed \$1,367,075 for the construction of the Hoyt's Hill Pump Station Upgrade Project. Said funding shall come from bonding, bond anticipatory notes, temporary borrowing and/or other appropriation as recommended by the Comptroller to be reduced by any available grants obtained by the Town of Bethel and/or the Public Utilities Commission. Vote, all in favor. Motion unanimously approved.

First Selectman Knickerbocker advised that the funding in the amount of \$1,367,075 includes the amount of the construction agreement with the Xenelis Construction in the amount of \$1,253,905; Wright Pierce – Oversight, Engineering and Administrative Agreement in the amount of \$48,070; and, a total project contingency of 5% in the amount of \$65,100. The purpose is to obtain voter permission for the Public Utilities Commission to accept a state loan to fund a pump station replacement and construct new wells to improve water supply. The funds for this project will be provided by a State Department of Public Health low interest loan for small-town water systems. Payment for the appropriate sums shall be made by the water account users of the Public Utilities Commission.

First Selectman Matthew Knickerbocker advised Board of Finance that a Special Town Meeting is scheduled for September 6, 2016 at 7 P.M. with a tentatively scheduled referendum on September 13, 2016.

**Recommendation from Board of Selectmen – Maple Avenue Wells Replacement Project:** Cynthia McCorkindale made a motion, which was seconded by Bryan Terzian, to approve the Board of Selectmen recommendation to fund an amount not to exceed \$995,867 for the Replacement of Maple Avenue Wells Project. Said funding shall come from bonding, bond anticipatory notes, temporary borrowing and/or other appropriation as recommended by the Comptroller to be reduced by any available grants obtained by the Town of Bethel and/or the Public Utilities Commission. Vote, all in favor. Motion unanimously approved

First Selectman Knickerbocker advised that the funding in the amount of \$995,867 includes the amount of the construction agreement with the Xenelis Construction in the amount of \$893,467; Wright Pierce – Oversight, Engineering and Administrative Agreement in the amount of \$87,400; and, a total project contingency of \$15,000. The purpose is to obtain voter permission for the Public Utilities Commission to accept a state loan to fund a pump station replacement and construct new wells to improve water supply. The funds for this project will be provided by a State Department of Public Health low interest loan for small-town water systems. Payment for the appropriate sums shall be made by the water account users of the Public Utilities Commission.

First Selectman Matthew Knickerbocker advised Board of Finance that a Special Town Meeting is scheduled for September 6, 2016 at 7 P.M.

**Recommendation from Board of Selectmen – Neglected Cemetery Grant – Wolfpits Cemetery on Sunset Hill Road:** Comptroller Robert Kozlowski requested that the Board of Finance approve the submission of a grant for \$2,000 for upkeep at the Wolfpits Cemetery. Cynthia McCorkindale made a motion, which was seconded by Bryan Terzian to approve the Board of Selectmen's recommendation to apply for a Neglected Cemetery Grant from the State of Connecticut for \$2,000. Vote, all in favor. Motion unanimously approved.

**Recommendations from Board Members on ways to improve efficiency and transparency in the budget process:** Chairman Bruce Cornwell passed out copies of ideas that the Board of Finance had submitted to be reviewed at their own leisure.

**Minutes of June 14, 2016:** After discussion Cynthia McCorkindale made a motion, which was seconded by Bryan Terzian to table the discussion until the September meeting. Vote, all in favor. Motion unanimously approved.

As there was no further business on tonight's agenda, Bryan Terzian made a motion, which was seconded by William Kingston to adjourn the meeting at 8:40 p.m. Vote, all in favor. Motion unanimously approved.

Respectfully submitted,

A handwritten signature in black ink, reading "Dionne Craig". The signature is written in a cursive, flowing style. The first name "Dionne" is written with a large, looped 'D' and the last name "Craig" is written with a large, looped 'C'.

Dionne Craig, Recording Secretary